



JOB DESCRIPTION

Position Title: **Senior Librarian**

Working Area: **Children's Services**

Class Code: 5315
2002

Exempt

EEO Code: 02

Effective Date: August 30,

Major Function

Professional and supervisory work in Children's Services, to include outreach services to children in day care centers, schools, and community groups.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Plans, coordinates, and schedules Children's Services Programs and activities to include, but not limited to displays, booktalks, summer programs, story telling, and community outreach to children.

Plans and implements work activities and programming pertinent to Children's Services and Community Outreach programs.

Performs professional Librarian work in the promotion, circulation, and reference use of library materials. Analyzes need for books and programming resources and makes recommendations to supervisor on the acquisition of materials.

Provides reader's advisory and general reference and information service to the general public and community agencies. Acts as a liaison between the library and organizations serving children in the community.

Supervises and trains assigned personnel. May be required to supervise Librarians, Assistant Librarians' and clerical staff..

Initiates and recommends for final approval by the department director, hiring, termination, performance evaluations, disciplinary and/or commendatory action for assigned personnel.

Responsible for the operation of the Central Branch Library in the absence of assigned Program Manager.

Prepares and submits regular and special statistical, management and other reports as required.

Resolves or initiates action to resolve complaints of library patrons.

Performs other duties as assigned or as may be necessary.



JOB DESCRIPTION

Position Title: **Senior Librarian**

Page 2

Working Area: **Children's Services**

Minimum Qualifications

Considerable knowledge of established principles, practices, and methods of library science and administration, including general reference, classification, cataloging, selection of materials and collection development.

Ability to establish and maintain effective working relationships with the public and other County Personnel. Ability to prepare comprehensive reports and present ideas clearly and concisely in both oral and written form. Ability to communicate effectively orally and in writing. Ability to plan, direct, and organize the activities of subordinate staff.

Skilled in the use of library materials and automated cataloging systems and equipment to assist library patrons.

Master's Degree in Library Science from an American Library Association accredited college or university with three (3) years professional library experience and one (1) year of experience in public library or children's services. A valid Florida driver's license is required.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is in an office setting. Most duties are performed sitting at a desk, table or workstation. Incumbents are required to shelve books and perform some heavy lifting. Incumbents in this classification have regular exposure to radiant and electrical energy found in an office environment.